



WPRF Cool Before and Afterschool Program Parent Manual 2016-2017

General Information:

City of Waukesha Parks, Recreation & Forestry Department
1900 Aviation Drive
Waukesha, WI 53188
(262) 524-3737 (phone)
(262) 524-3713 (fax)
www.ci.waukesha.wi.us

Office Hours:

Monday - Friday
8:00 am - 4:30 pm

Cool Before and After School Contact Information

*Phones are active from 6:40 – 8:45 am and 3:15 to 6:00 pm
(messages can be left for the instructors on these phones as well)*

Banting Elementary School

2019 Butler Drive, Waukesha
(262) 225-7417

BantingCoolSchool@gmail.com

Bethesda Elementary School

730 S. University Drive, Waukesha
(262) 993-2539

BethesdaCoolSchool@gmail.com

Hawthorne Elementary School

1111 Maitland Drive, Waukesha
(262) 993-5391

HawthorneCoolSchool@gmail.com

Heyer Elementary School

1209 Heyer Drive., Waukesha
(262) 349-3738

HeyerCoolSchool@gmail.com

Prairie Elementary School

1801 Center Road, Waukesha
(262) 993-5343

PrairieCoolSchool@gmail.com

WSA- Randall Campus

114 South Charles St. Waukesha
(262) 225-7418

RandallCoolSchool@gmail.com

Rose Glen Elementary School

W273 S3845 Brookhill Drive, Waukesha
(262) 349-1576

RoseGlenCoolSchool@gmail.com

Mission Statement

The City of Waukesha Parks, Recreation and Forestry is responsive and committed to providing essential park, recreation and urban forestry services making our community a desirable place to live, work and play.

The Staff

The Cool School Instructors are college students, college graduates, DPI certified teachers, teacher's aides and community members who truly enjoy working with children. They all have experience with before/after school programs, summer playground programs, daycare or childcare programs and/or have taught children in a school or recreation setting.

Staff attends an intensive training program prior to the school year which includes certification and recertification in First Aid and CPR, Behavior Management, Games/Activities training, etc.

Instructors are responsible for planning and supervising all daily activities.

The ratio of participants to Cool School leaders is no greater than 13:1.

Leaders in Training (L.I.T.) opportunities are available to young people, ages 13-17, who are interested in assisting with the program. L.I.T.s must attend a Leading Forward Workshop, apply for a position, interview and attend additional training workshops.



Afterschool Program Goals & Structure

The primary goal is to provide the children with a healthy, safe, enjoyable, and fun environment. This goal is accomplished by offering a balance of academics, recreation, and social activities focusing on healthy choices. The program is designed to enhance your child(ren) physically, socially, emotionally, and intellectually.

Different activities will be introduced on a weekly basis; please note activities are subject to change in the event of inclement weather.

Daily Schedule for: Bethesda, Heyer, Prairie & Rose Glen

- 3:40 - 4:00 pm – Check-in/Snack/Restroom Time
- 4:00 - 4:30 pm – Outside/Gym Time (group games and/or free time)
- 4:30 - 5:00 pm – Group Storytime/Educational Games & Activities (K4 & K)
Homework Club/Academic Activities (1st – 5th grade)
- 5:00 – 6:00 pm – Specialty Activities (active group games, arts/crafts, academic enrichment)

Daily Schedule for: Randall

Level 1, Level 2 and Level 3 break into separate groups and rotate to each station

- 2:55 - 3:15 pm - Check-in/Snack/Restroom Time
- 3:15 - 4:00 pm – Rotation 1*
- 4:00 - 4:45 pm – Rotation 2*
- 4:45 - 5:30 pm – Rotation 3*
- 5:30 – 6:00 pm – Groups combine for Healthy Choice activities

*Rotations will include: (1) Gym Time (2) Homework Club and (3) Outside/Free time

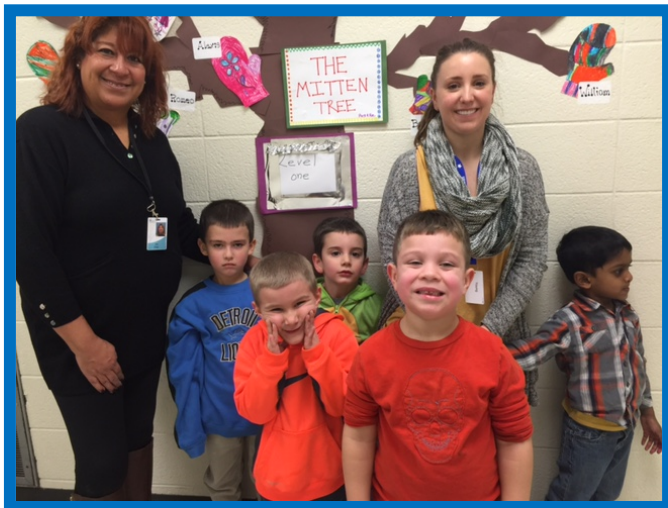
Daily Schedule for: Banting & Hawthorne (21st Century Community Learning Center Sites)

- 3:40 - 4:00 pm - Check-in/Snack/Restroom Time
- 4:00 - 4:40 pm - Rotation 1*
- 4:40 - 5:20 pm - Rotation 2*
- 5:20 - 6:00 pm - Rotation 3*

*Rotations will include: (1) A recreational/social skills development activity, (2) Homework Club/Academic Extension Activities focused on learning goals and (3) A specialty or enrichment activity that supports educational achievement

Note for 4K & Kindergarten Students:

Students in 4K and Kindergarten will participate in a newly designed Cool School Junior Program with age appropriate games, activities and academic enrichment opportunities. Students in these grade levels will be in a separate group from 1st – 5th grade students for not all, but most of the Cool School program.



Non-school Days

Specialty programs will be held on non-school days. These programs will run from 7:00 am until 6:00 pm at either **Banting Elementary School** or **Hawthorne Elementary School**. The Non-school day programs are offered at an extra fee of \$27

Pre-registration required for each program; they are **NOT** included in monthly fee.

Date	Theme	Location
Thursday, October 27	In a Galaxy Far, Far Away	Banting
Friday, October 28	In a Galaxy Far, Far Away	Banting
Wednesday, November 23	A Day of Thanks	Hawthorne
Friday, November 25	Frontier Day	Hawthorne
Friday, December 23	It's Better to Give than to Receive	Hawthorne
Monday, December 26	Wacky Scientists	Hawthorne
Tuesday, December 27	Hollywood at Hawthorne	Hawthorne
Wednesday, December 28	Dr. Seuss Day	Hawthorne
Thursday, December 29	Bug Invasion!	Hawthorne
Friday, December 30	New Years Celebration!	Hawthorne
Monday, January 2	Winter Olympics	Hawthorne
Monday, January 23	Cardboard Sled Race	North High School
Tuesday, January 24	STEM Day	Banting
Friday, March 10	Fiesta Friday!	Banting
Monday, April 10	April Showers...	Hawthorne
Tuesday, April 11	...Bring May Flowers	Hawthorne
Wednesday, April 12	Circus and Carnival	Hawthorne
Thursday, April 13	Alien Invasion	Hawthorne
Friday, April 14	Superheroes to the Rescue!	Hawthorne
Monday, April 17	Hug the Earth	Hawthorne

Note for 4K Students: 4K students should bring a sleeping bag and pillow on the Day Off program days. A one hour quiet time will be provided for students from 1:30 – 2:30 pm. Students are not required to take a nap during this time, but will be provided with the option to. Other activities during this time will include group a group read aloud, a silent passive game and listening to relaxing music.

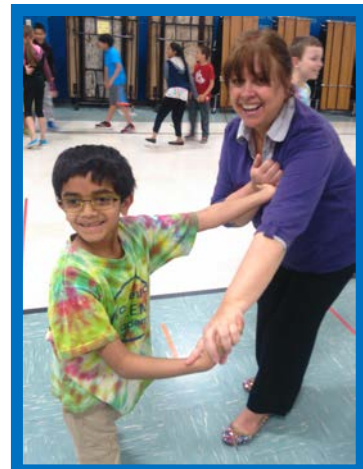
Academic Enrichment Activities

Each week, students will have the opportunity to explore a different Academic Enrichment activity that is tied to the Wisconsin Common Core State Standards and reinforces academic concepts learned during the school day. Please see your site's bi-weekly calendar to see when these activities are scheduled. Activities include:

*Acting/Skits
Boomwhackers
Bottlecap Magnets/Glass Beads
Bowling Pin/Dice Games
Bracelets/Bead Animals
Code Breakers
Create Your Space
Cup Stacking
Disc It*

*Duct Tape Projects
Field Day Games
Football
Gardening
Giant Games
Horseshoes/Washers
Knitting/Weaving
Minute to Win it
Pillo Polo
Rhythm Wands*

*Routine Flags
Sand Art
Scarves/Shrinky Dinks
Scrapbooking/Stamping
Slammo
Stomp/Bucket Percussion
Teambuilding/Blind Trust
World Crafts/Games/Parachute
Zone Ball*



Special Events

Mark your calendars for these Family Events for the 2016-2017 School Year!

Worldwide Day of Play Family Kickball Tournament

Let's start the school year right! Come join us in a community-building kickball tournament between the other afterschool sites! In this single elimination tournament, both children and adults will take the field and work together for some fun and friendly competition. Additional activities will be provided throughout the evening for families to connect with one another and play!

Thursday, September 22, 2016

Saratoga Softball Complex – 301 S. Prairie Avenue, Waukesha

6:15 – 8:30 pm

6th Annual Repurposed, Reused and Recycled materials (R3) Sled Race

Ready, Set, Go! Sled Race participants will work in small teams to assemble the fastest and most creative sleds made only of reused, repurposed and/or recycled materials. Kids will work with their Sled Design Specialist during afterschool hours to learn about the physics behind sledding and then apply them to their design. On Monday, January 23 during our Day Off program, students will race their sleds against the other afterschool sites!

Students must pre-register for the Day Off program on 1/23/17 if they wish to participate in the event without a parent/guardian. Those who attend with a parent/guardian do not need to register. Judging will begin at 1:00 pm in the North High School Cafeteria with each site rotating to different activity stations prior to their 45 minute judging session. Groups will then walk to Lowell Hill to race it immediately after presenting their designs to the judges.

Monday, January 23, 2017

North High School & Lowell Hill

1:00 – 5:00 pm

3rd Annual Cool School 5K

Cool School students will participate in a 10-week character-building running program. Participants will safely train for and complete a 5 kilometer fun run while promoting healthy living. Each week, students will receive physical training as well as mental training. Students will learn about a different character-building topic. Examples include: sportsmanship, perseverance, personal responsibility and attitude.

On Saturday, May 13, students will have the option to run in a 5K or 2.5K fun run. There will be a nominal registration fee per runner to cover costs as well as raise funds for the before/afterschool program. All proceeds from this event are 100% invested back into the Cool School program. Parents/Guardians, siblings and community members are strongly encouraged to participate in the race day event!

Saturday, May 13, 2017

Schuetze Recreation Center/Frame Park Riverwalk

9:00 am – 12:00 pm

6th Annual Milk Carton Boat Regatta

Put on your swimsuits, dust off your pom-poms and join us for the 6th Annual Plastic Container Boat Regatta! During the months of May and June, afterschool students will create individual boats using milk cartons and large group boats using used plastic containers. This challenge encourages students to use science, math and industrial arts to design, build and test their boat while fostering leadership, responsibility, teamwork, creativity and motivation. On the second to last day of school, Wednesday, June 7, students will enjoy an evening of camaraderie, pride and accomplishment as their designs are tested at Buchner Pool.

Wednesday, June 7, 2017

Buchner Pool

6:30 – 8:00 pm

Payment Plans/Registration

Credit card payment plans are available for all before and afterschool sites. Families must complete the payment plan form, pay for the first month of the program and will be billed monthly on the date listed on the plan. A receipt will be sent to your home once your credit card is charged. You may opt out of the payment plan at any time throughout the year by submitting a written letter of withdrawal to the department.

If you wish to register on a month to month basis without the payment plan, you must have your child registered prior to the beginning of the month.

There are several registration options for the before/afterschool program:

- 1.) Register online at <http://www.waukesha-wi.gov/427/Parks-Recreation-Forestry>**
- 2.) Mail-in: Complete the registration form in your school's Rec-Ed Guide. Include Payment and mail to: WPRF, 1900 Aviation Drive, Waukesha, WI 53188.
- 3.) 24-Hour Drop Box. Complete the registration form. Include payment and drop off at 1900 Aviation Drive, near the flag pole.
- 4.) Fax-in: Complete the registration form, including payment and fax to: (262) 524-3713.
- 5.) Walk-in: Register in person at 1900 Aviation Drive during business hours of Monday – Friday from 8:00 am – 4:30 pm, or in person at the Schuetze Recreation Center (1120 Baxter Street) between the hours of Monday – Friday from 9:00 am – 1:00 pm.
- 6.) Open House/Forms and Fees Night Registration: Complete the registration form, including payment and bring to a WPRF staff member at Open House/Forms and Fees Night.

****Online registration for month-to-month payments only. Payment plans for the entire year cannot be completed online.**

NOTE: Payment CANNOT be made to the school office or to WPRF Cool School Staff.

After careful consideration of the price, daily management and planning of the program, the decision has been made to not pro-rate the program. Children need to be registered for the full monthly program and parents/guardians should make staff aware of any days their child(ren) will be absent.

REGISTRATION NOTES:

- (1) If your child is not registered for the month by the end of the first full week of that month, your child will NOT be allowed to attend the program.
- (2) If your card is lost, stolen, has changed or has expired, please contact the main office at (262) 524-3737 with new card information.

Financial Assistance Program

Financial assistance is available for individuals that meet the department requirements. Please contact the department for more information (262) 524-3737.

Banting and Hawthorne CLC only: If you are unable to pay, please contact Mona Bauer, Customer and Administrative Services Manager at (262) 524-3732 or rbauer@ci.waukesha.wi.us to make arrangements.

Homework Club

Each night, students will receive a minimum of 30 minutes dedicated towards Homework completion and/or tutoring. Cool School instructors will help and encourage children to complete their homework for the night.

Students with iPads in grades 2-5 will have access to their device in order to complete their assignment(s) for the night.

Students in 4K, Kindergarten and 1st grade will utilize the Homework time to play educational games, silent read/partner read/read aloud, free write and/or participate in math and literacy extension activities provided from day school teachers.

Cool School instructors will be in contact with day school teachers to assist with students completing their assigned homework. If you have a specific request for your child during homework time (extra attention needed in a particular area), please do not hesitate to communicate this with the program instructors. You may choose to contact staff directly at the Cool School e-mail address to relay this information.

Snacks

Peanut-free Snacks (pretzels, popcorn, crackers, etc.) will be served to participants on a daily basis. Water will be available at all times, and water breaks will be encouraged. Please indicate on the Child Information form if your child has any food allergies.

What to Bring

Attire: Unfortunately, we will not have access to the children's gym shoes. Please have your child wear appropriate shoes for active games.

Please note that WPRF cannot be held liable for any lost, stolen, damaged or missing items, including any electronic devices such as iPads, cell phones, laptops, etc. Please exercise caution when sending your child to the program with these items.

For students with school-issued iPads: We will work with each school individually to ensure that students' iPads are stored in a safe and secure place during the before and afterschool programs. Each site will devise their own iPad check-in/check-out system for when students arrive at and leave the program. If you have any questions or concerns about iPads at the before/afterschool program, please contact Cool School instructors directly.

Drop-Off & Pick Up Policies and Procedures

For your child's safety and security, we require families to physically sign their child in and sign them out everyday. Parents/Guardians dropping off their child and not entering the school for Before School is not permitted. Parents/Guardians calling the site cell phone requesting their child to meet them outside is also not permitted. **A physical signature from the parent/guardian/authorized pick up person is required each and every drop-off/pick up.**

Each site has a phone number that you can contact staff at during program hours or leave a message at. We ask that you please call in advance if your child will not be attending the program, if they are being picked up by someone who is not on the authorized pick up list, or if you are going to be later than 6pm in picking up.

You or anyone picking your child up will be asked to show a photo ID as well as crossed checked on the authorized pick up list to ensure your child's safety. Cool School staff are not authorized to allow your child to leave with anyone they do not know to be an authorized pickup person. Please bring a photo ID with you when picking up.

If your child is being picked up by someone who is not listed on the Child Information form and you have not notified Cool School staff that your child will be picked up by someone not listed, we will not release your child with that person until we are able to receive verbal or written (e-mailed) verification from you. This person will also be asked to show photo ID upon pickup.

Late Pick-ups:

We ask that you be observant of your pick up time and arrive before the program closes for the day. Any person

that arrives late in picking up will be assessed a fee. **This fee is \$5.00 for every 15 minutes after 6:00 pm or fraction thereof.** Cool School Staff will issue a late-pick up slip which must be paid within one week to the WPRF main office. Cool School staff cannot accept late pick-up money. In the event that the late pickup fee is not paid, your account will be invoiced for the remaining balance.

We understand emergencies may occur, so if you find yourself in such a predicament, please call the Cool Before and Afterschool phone or e-mail the Cool School site e-mail address. This courtesy will alleviate anxiety on the part of the staff and your child.

Drop Off Locations (Before school):

Banting:	Front lobby (check-in with CLC Coordinator)
Bethesda:	Gym
Hawthorne:	Gym
Heyer:	Gym
Prairie:	Gym
WSA – Randall Campus:	Gym
Rose Glen:	Gym

Pick-Up Locations (Afterschool):

Pickup locations will vary depending on what time you pick your child up. Signage will be posted on a daily basis with where students are located.

Banting:	Front lobby (check-in with CLC Coordinator)*
Bethesda:	Gym, Playground, Library or Cool School Classroom
Hawthorne:	Hallway outside of Classroom 15 (Check-in with CLC Coordinator)*
Heyer:	Gym, Playground or Outdoor shelter
Prairie:	Gym, Playground or Outdoor shelter
WSA – Randall Campus:	Gym, Playground or Library
Rose Glen:	Gym or Playground

***Banting & Hawthorne CLC only:** These programs are partially funded through the Department of Public Instruction's (DPI) 21st Century Community Learning Center grant. This grant allows us to provide enhanced academic enrichment and family learning opportunities without any barriers to participation. Due to this grant, we must follow the DPI guidelines, regulations and best practices. One of these best practices regards our pickup times. New for 2016-2017, our new pickup policy is that children may be picked up at only one of three pickup times. Children rotate between activities on a daily basis and in order for them to receive the full benefits of the program, it is crucial for them to remain for the duration of the rotation without disruption in the activity provided.

Monday – Thursday pick up times:	4:40 pm 5:20 pm 6:00 pm
Friday pickup times:	Anytime before 6:00 pm

Anybody arriving prior to one of the 3 pickup times will be asked to wait until the next pickup time. Internet access, program information and community resources are available for parents while they are waiting.

Transportation – Banting & Hawthorne CLC Only

If you are unable to drop your child off or pick your child up, please contact Therese "Jazz" Jashinsky, Before/Afterschool Program Coordinator at (262) 993-2085. We will work with families to establish safe transportation to and from the program through a variety of different methods such as setting up carpools with other Banting or Hawthorne families, providing volunteers to ride the Waukesha Metro bus with your child, having staff or volunteers walk your child home, etc.

Transitions

Before School

Banting, Bethesda, Hawthorne, Heyer, Prairie & Rose Glen:

Students attending Before School will begin lining up for class at 8:30 am. Students will be dismissed from Cool School at 8:35 am. Classes begin at 8:40 am.

Randall:

Students attending Before School will begin lining up for class at 7:45 am. Students will be dismissed from Cool School at 7:50 am. Class begins at 7:55 am.

Afterschool

Banting, Bethesda, Hawthorne Heyer, Prairie, Randall & Rose Glen:

4K, Kindergarten & 1st Grades:

Students will be picked up from their classroom by a Cool School Instructor. A designated Cool School meeting spot will be determined near these classrooms. After being picked up, students and instructors will walk directly to the gym for check-in and snack time.

2nd – 5th Grades:

Students are expected to walk directly to the gym after the bell rings and check-in. Students needing to stay after school with their teacher must have a pass from their teacher and are expected to first check-in at Cool School before staying behind in the classroom.



Health/Emergency Information

It is the responsibility of the parent/guardian of the program participant to complete the Child Information Form prior to your child(ren) beginning the program (located on page 13).

Please inform the leaders of any medical (physical or mental) condition that requires consideration by the Cool School staff. It is crucial that any special needs/accommodations are communicated with staff for everyone's protection; staff, other participants, and the individual. We will respect your confidentiality.

If your child is injured or ill at Cool Before or Afterschool and requires more than basic First Aid, we will attempt to contact the parent/guardian or listed emergency contacts. All steps will be taken to assure the safety and welfare of your child. If your child is injured and transported to the local hospital, a Cool School instructor will stay with your child at all times until you or an emergency contact arrives.

The City of Waukesha Parks, Recreation & Forestry Department does not provide medical/hospital insurance coverage for persons participating in sponsored activities and cannot assume responsibility for injury to any participants in its recreation programs.

Medication Policy

1. Medication will be stored in locked storage box.
2. Parental consent and Physician Order must be on file with staff before medication is administered.
3. Medication will be given to student in private by staff.
4. Staff will hand student the medication, observe them take it, look in their mouth to be sure it is swallowed.
5. Staff will then document that the medication was taken.

Epi-Pen will only be distributed by staff that has been trained in distribution.

Notes about medication:

- It is the Parent/Guardian's responsibility to ensure that the medication is available for distribution at the site.
- On Day Off Programs in which your child is not at their usual program location, it is the parent/guardian's responsibility to provide the medication on that day. Cool School instructors are not authorized to transport medication to a different site or location.
- If your child carries their own inhaler or epi-pen, a Medical Authorization form must be completed with the physician authorizing your child to carry their own medication.
- Cool School staff are not authorized to provide injections other than those trained in epi-pen.

Americans with Disabilities Act

We comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of disability. We will make reasonable accommodations for individuals with disabilities who meet essential eligibility requirements for the desired program. Individuals with disabilities are encouraged to contact the Parks, Recreation & Forestry Department.

Photograph Policy

Please be aware that WPRF participants may be photographed or taped for promotional purposes, (ie. WPRF activity guide, Channel 25, newspapers, Facebook, Twitter, etc.). **Please let the staff know in writing if you do not want your child photographed.**

Code of Conduct

Unacceptable Conduct – Such conduct includes but is not limited to the following actions: Defiance of authority, disorderly or disruptive conduct, fighting, foul or abusive language or gestures, illegal gambling, harassing, threatening or intimidating others, loitering, possession of weapons or dangerous articles (as defined by local police/state statutes), possession or use of tobacco in any form, misuse or destruction of any WPRF equipment or facilities, setting fires, sexual harassment or assault, repeated tardiness, theft, robbery or extortion, use, possession, sale, distribution or being under the influence of alcohol or any other illegal controlled substance, vandalism, willful disobedience, arrests or convictions in the community, such as an ordinance violation, a misdemeanor, a felony, or a traffic violation on or adjacent to WPRF property, related to participant safety or contrary to the program environment, use or possession of laser pens and/or pointing devices, hazing, and bullying.

The following procedures will be used in handling discipline situations:

1. Verbal warning (with reasons as to why the behavior is inappropriate) and/or redirection of behavior will be the immediate action in correcting inappropriate behavior.
2. Behavior/Incident Report will be filled out with a detailed description of the incident and behavior. Staff will document the strategies employed to correct the behavior and this form will be shared with the parent/guardian and program coordinator. Conversations with Program Coordinator, Cool School Instructors and Parents/Guardians may take place to identify success strategies and positive reinforcement strategies.
3. The severity of the child's behavior will determine what actions need to be taken – possibly dismissal from the program.

Our approach is to work as a team with school teachers and staff, Cool School Staff, Program Coordinator, and Parents/Guardians to work towards appropriate behavior and interactions. Our goal is to ensure that your child is successful within our program setting. We will keep an open line of communication with you regarding your child and ask that you do the same with us. Please feel free to communicate any issues, concerns, strategies, etc. to help us promote the success of your child in the Cool School program.

*Any violent or physical actions will receive an automatic removal from the group and parent discussion. The City of Waukesha Parks, Recreation and Forestry Department reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others and/or if inappropriate behavior does not stop.

Kid Fit Before School Program

The Cool Before School program is centered around fitness and literacy. A 2001 study from the National Association for Sport and Physical Education notes that there is a correlation between school performance and being physically active. Additionally, a 2013 Danish study shows that exercise before school improves attentiveness and focus during class. For these reasons, the before school program places a heavy focus on keeping your child active and moving through fun, physical activities.

Program Structure:

Banting, Bethesda, Hawthorne, Heyer, Prairie & Rose Glen

7:00 to 8:00 am - Fun Fitness Activities

8:00 to 8:15 am - Brown Bag Breakfast (Milk is provided)*

8:15 to 8:30 am - Silent Reading/Partner Reading/Read aloud

8:30 to 8:35 am – Clean up and line up

8:35 am – Dismissal to class

*The following sites provide hot breakfast through the School District of Waukesha: Banting, Hawthorne and Heyer.

Randall

6:45 to 7:15 am - Fun Fitness Activities

7:15 to 7:30 am - Brown Bag Breakfast (Milk is provided)

7:30 to 7:45 am - Silent Reading/Partner Reading/Read aloud

7:45 to 7:50 am – Clean up and line up

7:50 am – Dismissal to class



**Thanks for joining us at the Cool Before and After School Program!
We're looking forward to a great year!**



City of Waukesha Parks, Recreation & Forestry
Cool Before and After School Child Information Form



Child's Name _____
First Middle Last

Date of Birth ____/____/____ **Age** ____ **Grade** ____ **School** _____

Address _____ **City** _____ **Zip** _____

Parents/Guardians

Parent/Guardian 1: _____ **Relationship:** _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____

Parent/Guardian 2: _____ **Relationship:** _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____

Parent/Guardian 3: _____ **Relationship:** _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____

Parent/Guardian 4: _____ **Relationship:** _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____

Emergency Contacts

Name _____ Relationship to Child _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____

Name _____ Relationship to Child _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____

Persons Authorized to pick up Child other than Parents:

Name _____	Phone _____	Relationship: _____
Name _____	Phone _____	Relationship: _____
Name _____	Phone _____	Relationship: _____
Name _____	Phone _____	Relationship: _____

(More on back)

Child Health/Behavior

Does your child have any allergies, previous serious illnesses, medications, behavioral concerns, special needs, etc.?
___ Yes ___ No

If yes, please explain: _____

Child's Physician _____ Phone: _____

Any other Information, you would like to share with Staff regarding your child: _____

Parent/Guardian Signature _____ Date _____

Thank you! All information on this form is kept in confidence and shared only with WPRF Before/Afterschool program staff and administrators.

NEW: Cool Before/Afterschool Parent Manual Sign-Off

As you register your child/ren for our before and/or after school programs, it's time to touch base on procedures that oftentimes are forgotten. We feel this happens primarily because there is so much information coming at families for the school year that it is tough to absorb it all. In an effort to assist in this matter, we are highlighting certain points that are very important and need to stand out. They are the following:

- 1.) Each site has a site phone number which you can contact staff during program hours as well as leave messages anytime that staff will pick up. We ask that you leave a message if your child will not be attending the program, if your child is being picked up by someone other than yourself or if you are going to be later than 6pm.
- 2.) There is a late fee when picking up your child after 6:00pm. There is a \$5.00 charge per child for each fifteen minutes after six o'clock.
- 3.) For your child's safety and security, we need families to physically sign their child in and sign out their child everyday. This is our legal record of a child's attendance for both before school and afterschool.
- 4.) If your child is being picked up by someone who is not listed on the Child Information form, and you have not notified program staff that your child will be picked up by someone not listed, we will not release your child with that person until we are able to get verbal or written verification from you.

Please sign the form below to indicate that you have read and reviewed this information and the WPRF Cool Before/Afterschool Parent Manual.

I, (print name) _____ have read and reviewed the Parent Manual and understand the Cool Before and Afterschool program's policies and procedures.

Parent/Guardian Signature: _____ Date: _____



City of Waukesha Parks, Recreation & Forestry
Authorization to Administer Prescribed or Over the Counter Medication



ONLY NEEDS TO BE COMPLETED AND RETURNED IF YOUR CHILD WILL BE TAKING MEDICATION AT THE BEFORE AND/OR AFTERSCHOOL PROGRAM

PARENTAL CONSENT

Child's Name: _____ **Date of Birth:** _____
Address: _____ **City:** _____ **Zip:** _____
Cool School Site: _____

Parent/Guardian: _____
Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

I give permission for my son/daughter to receive the medication authorized by his/her physician. I give permission to share this information with the appropriate WPRF staff. I will:

- 1.) Deliver medication to Cool School Staff in pharmacy-labeled container (prescription only) or original container/packaging (over the counter only).
- 2.) Maintain a sufficient supply of medication at school.
- 3.) Obtain a new authorization form if any changes occur with this medication.
- 4.) Pick up any un-used medication.

Parent/Guardian Signature: _____ **Date:** _____

PHYSICIAN ORDER

I am prescribing medication for (child's name) _____ which is as follows:

Name of Medication	Dosage	Form of Administration	Time	Possible Adverse Side Effects

For inhaled medications only – check appropriate line:

_____ In my opinion, this student demonstrates the ability to carry and self-administer the above medication.
_____ In my opinion, this student should not carry and self-administer the above medication

The above order shall remain in effect through the end of the Cool School program for the 2016-2017 School Year unless discontinued or changed by me or if the parent/guardian withdraws the request in writing.

Physician's Name: _____ **Phone Number:** _____
Physician's Signature: _____ **Date:** _____